

WINTER 2010 Advance Assignments (Page 1 of 3)

UNDERGRADUATE

ACCOUNTING

ACC 300*ALL	Read Chapters 1 and 2. Purchase the coursepack from the bookstore. In Chapter 1 do short exercises 5, 6, 7; exercises 9, 10, 11 and problems 4 and 6. In Chapter 2 do short exercises 5, 6, 7; exercises 6, 11, 12 and problems 2 and 7.
ACC 301*ALL	Purchase Kieso (Volume 1) and read Chapters 1-3. From Chapter 3, prepare Brief Exercise 11, Exercise 6 and Problem 9. Purchase the coursepack in the bookstore and complete the Transaction Analysis Drill in the coursepack.
ACC 302*ALL	Purchase the Accounting 302/502 coursepack and Kieso 13 th Edition (Volume 2) text from the bookstore. Read Chapter 14 in Volume 1 of the Kieso text. For those students without Volume 1, copies of the text will be kept on reserve in both the Troy and Novi libraries. From Chapter 14, prepare Brief Exercises 1, 4, 5, and 6.
ACC 406*ALL	Review the contents of the Systems Understanding Aid, Read the Preface, Chapter 1 and Chapter 2 in the Reference Manual. Read Pages 3-9 in the Instruction, Flowchart and Ledgers Book.
ACC 411*ALL	Read Chapter 1. Prepare exercises 1-3 and 1-5. Prepare problems 1-1, 1-3, and 1-5.
ACC 412*ALL	Read Chapter 3 in the course textbook. Review the answers to text exercises 3-4, 3-5; 3-7, and 3-8, bring printouts to class. These can be found on the class team site accessed through the portal.
ACC 415*ALL	Read Chapters 1 and 2 in the text.
ACC 419	Read Chapters 1-3. Chapter 2 homework: 2-24, 2-28, 2-30, Chapter 3 homework: 3-27, 3-28, 3-35, 3-44.

BACHELOR OF BUSINESS ADMINISTRATION

BBA 410*01	Read Pages 1- 44 of the text.
BBA 420*01	Read and be prepared to discuss Chapters 1, 2 and 3 of the Meiners Text
BBA 461*61	Read Chapter 1 in the text -- Strategic Management Concepts - David 12th edition.

BUSINESS INFORMATION TECHNOLOGY

BIT 335*H51	Read Chapters 1-2 and the plus business plug – in two and three of the textbook the by Haag, Baltzan, and Phillips. Also be sure to check the class team sites in the portal for any additional announcements.
BIT 305	Read Office 2007- The O'Leary series introduction to Computer Essential, Introduction to Office 2007 and the first Office Word Chapter.

BUSINESS LAW

BL 301	Read Miller Jentz Chapter 1-2 and Appendix A to Chapter 1 (pp. 23-33).
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COMMUNICATIONS

COM 210*01	Read Chapters 1 & 2 of Essential of Business Communication. 7th edition.
COM 320*ALL	Read Chapter 1 in Business Communication text. Complete C.L.U.E. on p. 32 and Communication Assessment p. 28.
COM 340*ALL	Read Chapters 1-3 in Business Communication text. Complete C.L.U.E. on p. 98 and p. 272.

FINANCE

FIN 406*01	Read the syllabus and prepare for the first class as detailed in the syllabus.
FIN 425	Read Chapters 1, 2, and 3 of the text (Microsoft Office Excel 2007: Comprehensive Concepts and Techniques).

MANAGEMENT

MGT 404*	Read Chapters 1-2.
MGT 410	Read Chapter 1.
MGT 455	Read Chapters 1 & 2 in the Fatehi Textbook and be prepared to discuss the contents in class on the first night.

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QUANTITATIVE METHODS	
QM 301*(01)	<i>Read Chapters 1, 3, and 6.</i>
QM 301*(51)	Read chapter 3, sections one and two. Do problem no. 9, 11, 20, and 24. Read chapter 6, section two. Do problem no. 11, 18, 21, and 25.
QM 301 (02)	Chapter 1 exercises: 2,5,7,10,11,12,13,19,25
TAX	
TAX 495*ALL	Read Spilker: Chapters 1 (omit LO5) and read Chapter.
TAX 496*ALL	Read Chapter 2 from the Hoffman text and any related IRC sections. Review Chapter 1
GRADUATE	
ACCOUNTING	
ACC 500*ALL	Read Chapters 1 and 2. Purchase the coursepack in the bookstore. In Chapter 1, do Short exercises 5-7; exercises 9, 10, 11, and problems 4 & 6. In Chapter 2, do Short exercises 5-7 and exercise 6, 11, 12 and problems 2 & 7
ACC 501*ALL	Purchase Kieso (Volume 1) and read Chapters 1-3. From Chapter 3, prepare Brief Exercise 11, Exercise 6 and Problem 9. Purchase the coursepack in the bookstore and complete the Transaction Analysis Drill in the coursepack.
ACC 502*ALL	Purchase the Accounting 302/502 coursepack and Kieso 13 th Edition (Volume 2) text from the bookstore. Read Chapter 14 in Volume 1 of the Kieso text. For those students without Volume 1, copies of the text will be kept on reserve in both the Troy and Novi libraries. From Chapter 14, prepare Brief Exercises 1, 4, 5, and 6.
ACC 505	Read Chapters 1-3 in the Managerial Accounting textbook. Complete self-assessment during week #1 in the online course. This is located in the Advance Assignment Packet.
ACC 506*ALL	Review the contents of the Systems Understanding Aid, Read the Preface, Chapter 1 and Chapter 2 in the Reference Manual. Read Pages 3-9 in the Instruction, Flowchart and Ledgers Book.
ACC 511*ALL	Read Chapter 1. Do exercises 1-3 and 1-5. Do problems 1-1, 1-3, and 1-5.
ACC 512*ALL	Read Chapter 3 in the course textbook. Review the answers to text exercises 3-4, 3-5; 3-7, and 3-8, bring printouts to class. These can be found on the class team site accessed through the portal.
ACC 515*ALL	Read Chapters 1 and 2 in text.
ACC 518	<ol style="list-style-type: none"> 1. Study Chapters 1 and 2 of the textbook (Effective Writing: A Handbook for Accountants, 8th edition). 2. Collect and submit three samples of your own writing (between 100 and 250 words in length). These may be letters, memos, e-mails, assignments written for other courses, etc., and should reflect your own style of communication. Portions of longer pieces of writing are acceptable. The samples you choose should not include references to the works of others, either in the form of direct quotation or paraphrasing. 3. Review Figure 1-2 "Tips for the Effective Writer" on page 5 and the "guidelines for effective writing" on pages 112-113 of the textbook. Identify at least three strengths and three weaknesses of your current writing. Write a two-paragraph summary; devote the first paragraph to a description of your strengths and the second to a description of your weaknesses. 4. Write a paragraph in which you set three goals related to the course that you'd like to achieve by the end of the semester. The goals should be specific, measurable, and realistic. Include action steps you can take toward their achievement.
ACC 519	Read Chapters 1-3. Chapter 2 homework: 2-24, 2-28, 2-30, Chapter 3 homework: 3-27, 3-28, 3-35, 3-44.
ACC 550*01	Integrated Audit Practice Case: Read Introduction (pages 1-7) and Assignment 1 (page 1) Client Background Information.

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BUSINESS INFORMATION TECHNOLOGY	
BIT 511	Please acquire a copy of the text. Prior to the first session of class : Browse through the book, read chapter 1, prepare answers to the reflection questions at the end of Chapter 1, on page 17, and be prepared to discuss them with the class.
BUSINESS LAW	
BL 556*H51	Read Chapters 1 and 2 (including Appendix) of the text and be prepared to discuss them, along with Case 2.2 and the chapter reviews, for the 1st day of class.
ECONOMICS	
ECN 503*H51	Read chapters 1 and 2.
FINANCE	
FIN 510*01	Read Chapters 1, 2, and 3.
FIN 512	Read Chapters 1, 2, 3 and 13, pages 59 Mini-Case "Revaluation of the Chinese Yuan", pages 65 problems 1, 5, 11, pages 462 Questions 9, 10, 11, and 12.
FIN 525	Please read Chapters 1-2.
FIN 587	<p><u>Valuing A Business</u>, Pratt, Reilly, Schweihs Page XV – XVII, Notation System Used in This Book Appendix A Chapter 1</p> <p><u>Corporate Valuation, A Guide for Managers and Investors</u>, Daves, Ehrhardt Shrieves, South-Western, Thompson Chapter 1</p>
FIN 590	Read: AM&A Chapters 1 & 2. The Role of Private Equity Firms in Merger and Acquisition Transactions, HBS, 9-206-101, Apr 17, 2006.
MASTER OF BUSINESS ADMINISTRATION	
MARKETING	
MKT 540	Read chapters 1 and 2 in the text International Marketing by Cateora and Graham. Be prepared to discuss in first class session, 1/4/08. Note: We will be covering all chapters in the text International Marketing in class. Therefore, reading ahead is suggested
MANAGEMENT	
MGT 530*01	Read Chapters 1 & 2 Boatright, Ethics and the Conduct of Business, prepare to discuss, Read Ch 1 & 2 of the Dubrin, text. Leadership – Research Findings, Practice, and Skills. prepare to discuss.
MGT 556	Read Chapters 1 and 2.
MGT 565	Read Chapter 1.
QUANTITATIVE METHODS	
QM 503	Read Chapters 1 and 2
QM 515*ALL	Read Chapters 1 and 3.
TAX	
TAX 501	Read Chapter 1 from the Freeland text (A and B).
TAX 511	Read Lind Chapter 5 (A –through E) and all related Code and regulation section.
TAX 535	Read Chapter 1-3.
TAX 558	Read Leimberg Chapter 1 -7.
TAX 593*ALL	Read Spilker: Chapter 1 (omit LO5) and read Chapter.
TAX 595*ALL	Read Chapters 1 and 2 from the Hoffman text and any related IRC sections in Chapter 2.
TAX 596*ALL	Read Chapter 2 from the Hoffman text and any related IRC sections. Review Chapter 1.